

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Panchayat Raj & Rural Development Department -Swachh Bharat Mission-Cleanliness drive in all offices under the control of Panchayat Raj & Rural Development Department - Instructions – Issued.

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**Panchayat Raj & Rural Development (OP.I) Department**

**G.O.Rt.No.21**

**Dated: 12.01.2015**

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**ORDER:**

Government of India launched the “Swachh Bharat Mission” on 2.10.2014 to accelerate the efforts to achieve Universal Sanitation coverage and to put focus on sanitation which will be our tribute to Mahatma Gandhi on his 150<sup>th</sup> Birth Anniversary to be celebrated in the year 2019. The Government of Andhra Pradesh have already undertaken various activities to achieve the objective of Swachh Andhra Pradesh as part of Swatchh Bharat.

2. The above spirit should also be reflected in all Government offices. A clean environment in the offices will also improve the performance of the staff. But some of the offices wear an indecent look with old records spread in and around covered with dust and cobwebs. In some offices construction material is lying for years and old furniture and unused or junked vehicles are also parked in the office premises. It is observed that old records have not been weeded out as per District Office Manual.

3. The environment of an office includes issues such as cleanliness, order and maintenance. The present drive is aimed at creating healthy working environment in all offices under the administrative control of Panchayat Raj & Rural Development Department in the context of Swatch Andhra Pradesh.

4. Government after careful consideration of the issue hereby issue the following instructions for strict compliance in all offices:

- i. Effective steps shall be taken to keep office premises clean, proper order with required maintenance;
- ii. All old records which exceeded their stipulated time shall be destroyed as per District Office Manual;
- iii. Clean and well organised Record Room shall be maintained in every office;
- iv. Long pending files should be reviewed thoroughly and disposed off on priority basis duly obtaining appropriate orders thereon where ever necessary;
- v. Adequate Toilets should be constructed and the existing toilets should get it repaired in the office premises. Necessary arrangement shall be made for regular cleaning and maintenance of Toilets;
- vi. Electrical and Telephone wiring should not be hanging on the walls of office premises and they should be properly secured;

(P.T.O.)

- vii. The existing repairable office furniture, Computers, Printers and Xerox Machines should be repaired and unserviceable furniture and articles should be disposed of after following due procedure;
- viii. There should not be any clutter, unused vehicles, rubbles or building material lying in the office premises;
- ix. Water should not be allowed to stagnate and/or drip or leak to prevent the formation of mould and mildew;
- x. Employees and officers should be encouraged to participate in Shramdaan and to ensure cleanliness in and around their Office premises and office area;
- xi. Required plantation shall be done in the vacant areas of office premises and maintain the green coverage with active participation of the employees;
- xii. There shall be surprise inspections by the head of the office concerned atleast once in a week to ensure the effectiveness of cleanliness in the office and record his findings in a separate book in order to take necessary steps to rectify the inconsistencies, if any;
- xiii. Any unhygienic conditions prevailed in the office premises/ working places, the concerned shall be made responsible and action shall be initiated accordingly;

5. All Heads of the Department under the control of this Department shall take necessary action to comply the above instructions in all offices such as Gram Panchayat offices, Mandal offices, District offices and HOD offices.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr.K.S.JAWAHAR REDDY**  
**SECRETARY TO GOVERNMENT (PR&RWS)**

To

The Commissioner Panchayat Raj and Rural Employment,  
AP, Hyderabad.

The Engineer-in-Chief, Panchayat Raj Engineering Department,  
AP, Hyderabad.

The Chief Engineer, Administration, RWS&S Department,  
AP, Hyderabad.

All the officers/staff in PR&RD Department.

The PR & RD (OP.II) Department for necessary action.

The PR & RD (RD.II) Department for necessary action.

**Copy to:**

All the Superintendent Engineers, Panchayat Raj Engineering Department,  
in the State.

All the Superintendent Engineers, RWS&S Department, in the State.

All the Chief Executive Officers of ZPPs in the State.

All District Panchayat Officers in the State.

PS to Hon'ble Minister for Panchayat Raj & RWS, MNREGS.

PS to Chief Secretary to Government, AP, Hyderabad.

PS to Secretary to Government, PR.

SF/SC.

**//FORWARDED::BY ORDER//**

**SECTION OFFICER**